



<p><b>RETURN OFFERS TO :</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p>Bid Receiving – Department of Foreign Affairs, Trade and Development (DFATD)</p> <p>Réception des soumissions – Ministère des Affaires étrangères, commerce et développement (MAECD)</p> <p>200 Promenade du Portage, Gatineau, QC K1A 0G4</p> <p>Bid E-mail / Courriel de soumission : <a href="mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca">receptionsoumission- bidsreceiving.spp@international.gc.ca</a></p> <p><b>REQUEST FOR PROPOSAL / RFSO</b> <b>DEMANDE DE PROPOSITION / DOC</b></p> <p><b>Offer to: DFATD</b></p> <p>We hereby offer to provide to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached here to, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.</p> <p><b>Offre au: MAECD</b></p> <p>Nous offrons par la présente de fournir à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-joints, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).</p> <p><b>Comments — Commentaires :</b> <b>THIS DOCUMENT DO NOT CONTAINS A</b> <b>SECURITY REQUIREMENT — LE PRÉSENT</b> <b>DOCUMENT NE COMPORTE AUCUNE</b> <b>EXIGENCE EN MATIÈRE DE SÉCURITÉ</b></p> <p><b>Issuing Office – Bureau de distribution</b> Department of Foreign Affairs, Trade and Development / Ministère des Affaires étrangères, commerce et développement 200 Promenade du Portage, Gatineau, QC K1A 0G4</p>	<p><b>Title — Sujet:</b> Request for Standing Offer: Editing services Demande d'Offre à Commande: Services de révision</p>	
	<p><b>Standing Offer /Supply Arrangement Number :</b> <b>Numéro de l'offre à Commande / Arrangement en Matière</b> <b>d'approvisionnement :</b></p> <p>Not applicable</p>	
	<p><b>Solicitation No. - N° de l'invitation</b> 24-246644</p>	<p><b>Date:</b> May 6, 2024 6 mai 2024</p>
	<p><b>Solicitation Closes - L'invitation prend fin</b></p>	<p><b>Time Zone - Fuseau</b> <b>horaire</b></p>
	<p>At/à: 2 : 00 PM On/le: June 11, 2024 11 juin 2024</p>	<p>EDT (Eastern Daylight Time) - HAE (heure avancée de l'Est)</p>
	<p><b>F.O.B – F.A.B</b></p>	
	<p>Plant-Usine: <input type="checkbox"/> Destination: X Other-Autre: <input type="checkbox"/></p>	
	<p><b>Address Inquiries to :</b> <b>Adresser toute demande de renseignements à :</b></p> <p>Name/Nom : Martine Bray E-Mail/Courriel: <a href="mailto:Martine.Bray@international.gc.ca">Martine.Bray@international.gc.ca</a> Telephone No. – No de téléphone: (343) 572-6812</p>	
	<p><b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction :</b></p> <p>Department of Foreign Affairs, Trade and Development (DFATD)</p> <p>Ministère des Affaires étrangères, commerce et développement (MAECD)</p>	
	<p><b>TO BE COMPLETED BY THE OFFER</b> <b>À ÊTRE COMPLETE PAR LE SOUMISSIONNAIRE</b></p>	
<p><b>Vendor/Firm Name and Address:</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur :</b></p> <p>Name/nom : Address/adresse :</p> <p>E-Mail/courriel : Telephone No. - No de téléphone: ( ) -</p>		
<p>Name and title of person authorized to sign on behalf of Vendor/Firm (Type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>_____ <b>Signature</b></p>	<p>_____ <b>Date</b></p>	



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## PART 1 – GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Attachments include the Technical criteria, Additional Certifications required with the bid, Additional Certifications required precedent to Standing Offer award.

The Annexes include the Statement of Work, the Basis of Payment and Reference questionnaire with evaluation grid.

### 1.2 Summary

This Request for Standing Offers (RFSO) is for the requirement of Editing services for a maximum of **15 French editors** and **15 English editors**.

The initial period of the Standing Offer is expected for 3 years with 2 option periods of one additional year each.

The Request for Standing Offers (RFSO) is to establish National Master Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### 1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.



#### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2023-06-08\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted only to **Department of Foreign Affairs Trade and Development (DFATD) Canada** as specified on page 1 of the bid solicitation: [receptionsoumission-bidsreceiving.spp@international.gc.ca](mailto:receptionsoumission-bidsreceiving.spp@international.gc.ca)

### 2.3 Former Public Servant

Refer to Attachment 1 to Part 5 – Additional Certifications Required Precedent to Contract Award.

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or



territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



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## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

Due to the nature of the RFSO, offers transmitted by CPC Connect service and by facsimile will not be accepted.

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one (1) electronic copy via email)

Section II: Financial Offer (one (1) electronic copy via email)

Section III: Certifications (one (1) electronic copy via email)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

#### **Section I: Technical Offer**

In their technical offer, offerors should demonstrate their understanding of the requirements contained in the standing offer and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the offer is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offeror address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that offers should consider when preparing their technical bid.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Annex B.

##### **3.1.1 Electronic Payment of Invoices - Offer**

Canada requests that offerors accept to be paid by the following Electronic Payment Instrument(s):

( ) Direct Deposit (Domestic and International)

#### **Section III: Certifications**

Offerors must submit the certifications and additional information required under Part 5.





### 3.2 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the [Accessible Canada Act](#), federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, offerors are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**\* Please note that service providers who hold a valid standing offer as a result of RFP #23-222499 and who wish to bid on this RFSO will be required to complete 4.1.1.3 - Written Exam - of the Technical Evaluation.**

#### 4.1.1 Technical Evaluation

- 4.1.1.1 Mandatory Technical Criteria  
Refer to Attachment 1 to Part 4
- 4.1.1.2 Point Rated Technical Criteria  
Refer to Attachment 1 to Part 4
- 4.1.1.3 Written exam  
Refer to Attachment 1 to Part 4

### 4.2 Basis of Selection - Minimum Point Rating

- 1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of **38 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **110 points**.
  - d. obtain the required minimum of **75 points** overall for the written exam which are subject to point rating. The rating is performed on a scale of **100 points**.
- 2. Offers not meeting (a) or (b) or (c) or (d) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.



## ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

### Mandatory Technical Criteria

The offer must meet the mandatory technical criteria specified below. The Offer must provide the necessary documentation to support compliance with this requirement.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Element	Mandatory Criteria	Met	Not met
<p><b>M1</b></p>	<p>The offeror must show that each proposed editor has a minimum of <b>3 years of experience acquired over the past 10 years in providing professional editing services</b>, in English for English editors and French for French editors.</p> <p>This experience must include correcting <b>syntax, punctuation, grammar</b> and <b>spelling</b>, as well as <b>fact checking of names and titles</b>.</p> <p>For this criterion to be met, the offeror must provide each proposed editor's resumé, which must show the acquired experience and include the following:</p> <ul style="list-style-type: none"> <li>a. A description of the acquired experience, including tasks performed</li> <li>b. Name(s) of the client(s) to whom the services were provided, with their email address(es)</li> <li>c. When the services were provided (from [month] [year] to [month] [year])</li> </ul> <p>The offeror must also provide, for each editor, the name and email address of 1 contact per client who can confirm the information provided by the offeror.</p>	<input type="checkbox"/>	<input type="checkbox"/>



<b>M2</b>	<p><b>For French editors only:</b> The offeror must demonstrate that each French editor proposed has a minimum of <b>3 years of experience acquired over the past 10 years of comparative editing of translations to French from their original English</b> to identify and correct differences in content and meaning between the translation and the original and to rework the translation as needed to render it more idiomatic.</p> <p>To meet this criterion, the offeror must provide each proposed editor's resumé, which must demonstrate the acquired experience and include the following:</p> <ul style="list-style-type: none"><li>a. A description of the acquired experience, including tasks performed</li><li>b. Name(s) of the client(s) to whom the services were provided, with their email address(es)</li><li>c. When the services were provided (from [month] [year] to [month] [year])</li></ul> <p>The offeror must also provide, for each editor, the name and email address of 1 contact per client who can confirm the information provided by the offeror.</p>	<input type="checkbox"/>	<input type="checkbox"/>
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**Point Rated Technical Criteria**

Offers which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Offers which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point-rated criteria	Points allocated
<p><b>R1 – Experience editing communications products</b></p> <p>The offeror should demonstrate that each proposed editor has a minimum of 1 year of experience editing <u>communications products</u>, whether strategic communications documents or media communications documents, for example:</p> <ul style="list-style-type: none"> <li>a. <b>news releases</b></li> <li>b. <b>backgrounders</b></li> <li>c. <b>statements</b></li> <li>d. <b>speeches</b></li> <li>e. <b>readouts</b></li> <li>f. <b>tweets and infographics</b></li> <li>g. <b>internal departmental messages</b></li> <li>h. <b>feature articles</b></li> </ul> <p>To meet this criterion, each proposed editor’s resumé should demonstrate the acquired experience and include the following:</p> <ul style="list-style-type: none"> <li>a. Name(s) and email address(es) of the client(s) to whom the services were provided</li> <li>b. When the services were provided (from [month] [year] to [month] [year])</li> </ul>	<p>5 years or more = 8 points From 3 to 5 years = 5 points From 1 to 3 years = 3 points</p> <p><b>Maximum 8 points</b></p>
<p><b>R2 – Translation experience</b></p> <p>The offeror should demonstrate that each proposed <b>French</b> editor has a minimum of <b>1 year of experience translating documents from English to French</b>.</p> <p>To meet this criterion, each proposed editor’s resumé must show the acquired experience and include the following:</p> <ul style="list-style-type: none"> <li>a. Name(s) and email address(es) of the client(s) to whom the services were provided</li> <li>b. When the services were provided (from [month] [year] to [month] [year])</li> </ul>	<p>5 years or more = 10 points From 3 to 5 years = 6 points From 1 to 3 years = 2 points</p> <p><b>Maximum 10 points</b></p>



Point-rated criteria	Points allocated
<p><b>R3 – Experience in professional editing of <u>various types of products</u></b></p> <p>The offeror should demonstrate that each proposed editor has <b>experience editing various types of documents</b>.</p> <p>To meet this criterion, each proposed editor’s resumé should demonstrate the acquired experience and include the following:</p> <ul style="list-style-type: none"> <li>a. name(s) and email address(es) of the client(s) to whom the services were provided</li> <li>b. when the services were provided (from [month] [year] to [month] [year])</li> </ul>	<p>1 point per product demonstrated</p> <p><b>Maximum 5 points</b></p>
<p><b>R4 – Education and training</b></p> <p>For each proposed editor, the offeror should indicate the level of education or training received, as well as the area of study, in editing, translation, writing, journalism or literature.</p> <p>To meet this criterion, the offeror should provide a copy of the diploma or certificate received.</p>	<p>University degree in one of the following areas: Editing, writing, translation, journalism, literature = 8 points</p> <p>College diploma or university certificate in one of the following areas: Editing, writing, translation, journalism, literature = 3 points</p> <p><b>Maximum 8 points</b></p>
<p><b>R5 – Professional certification in editing or translation</b></p> <p>The offeror must show the professional certification obtained by each proposed editor from among the following:</p> <ul style="list-style-type: none"> <li>a. Editors Canada professional certification</li> <li>b. Certification from a provincial or territorial professional association of translators: <ul style="list-style-type: none"> <li>• Alberta: <a href="#">ATIA</a></li> <li>• British Columbia: <a href="#">STIBC</a></li> <li>• Manitoba: <a href="#">ATIM</a></li> <li>• New Brunswick: <a href="#">CTINB</a></li> <li>• Newfoundland and Labrador: <a href="#">CTTIC</a></li> <li>• Northwest Territories: <a href="#">CTTIC</a></li> <li>• Nova Scotia: <a href="#">ATINS</a></li> <li>• Nunavut: <a href="#">CTTIC</a></li> <li>• Ontario: <a href="#">ATIO</a></li> <li>• Prince Edward Island: <a href="#">CTTIC</a></li> <li>• Quebec: <a href="#">OTTIAQ</a></li> <li>• Saskatchewan: <a href="#">ATIS</a></li> </ul> </li> </ul>	<p>Editors Canada = 2 Points Provincial or territorial certification: 2 points</p> <p><b>Maximum 4 points</b></p>



Point-rated criteria		Points allocated
<p>For any other equivalent tool, the offeror should submit by email a request for equivalency acceptance 10 days before the end of the offer closing date. A response will be provided by means of an addendum.</p> <p>To meet this criterion, the offeror should provide proof of the certification obtained for each proposed editor prior to the offer closing date.</p>		
<p><b>R6 – References</b></p> <p>The offeror should provide, for each proposed editor, the <b>telephone numbers and names of 2 references</b>. These references should be or have been clients of the proposed editor over the past 10 years.</p> <p>The proposed editor should have provided editing services for a <b>minimum of 6 months to each of the references</b>.</p> <p>If it is impossible to contact the references, replacement references should be available during the week following notification or this criterion will be considered non-responsive.</p> <p>The following will be evaluated during the reference verification:</p> <ol style="list-style-type: none"> <li>1. Professionalism</li> <li>2. Availability</li> <li>3. Quality of work</li> <li>4. Compliance with deadlines</li> <li>5. Management of priorities</li> </ol>		<p>Each reference should answer 5 questions regarding professionalism, availability, quality of work, compliance with deadlines and management of priorities (see notes in Annex C on assignment of points).</p>
<b>Passing mark:</b>	<b>38</b>	<b>Total mark: /110</b>
<b>Maximum mark:</b>	<b>110</b>	



**Written exam**

The proposed editor who meets ALL the **mandatory technical criteria** and has obtained at least 38/110 in the **point-rated criteria** and has obtained a minimum of 2 points for each question from the references will be invited to a written exam.

For **French editors**, the exam consists of the following:

1. editing a text written in French
2. completing a short translation
3. completing a comparative editing of an English-French translation.

For **English editors**, the exam consists of the following:

1. editing a text written in English

Proposed editors **MUST** be available to write the exam at a later date. The exam will be sent by email.

Note: If this date is changed, offerors will be notified as soon as possible.

Points will be awarded as follows:

**Written exam – French editor**

<b>Point-rated requirements</b>	<b>Points</b>
Editing: Correcting punctuation, grammar, spelling and syntax; ensuring consistency in style; checking facts; and clarifying meaning	/39
Comparative editing: Identifying and correcting any differences in content and meaning between the translation and the original text and rewording the translation to make the French text more idiomatic  Correcting punctuation, grammar, spelling and syntax; ensuring consistency in style; checking facts; and clarifying meaning	/46
Translation: Correctly conveying the facts and meaning in French using language that is grammatically correct and idiomatic, applying the rules of translation and using an appropriate and consistent tone	/15
Passing mark	/75
Maximum mark	/100





**Written exam - English editor**

<b>Point-rated requirements</b>	<b>Points</b>
Copy editing: Correct spelling, grammar (including syntax), punctuation, usage, mechanics of style, names of people and organizations	/66
Stylistic, plain and inclusive language editing, and editing for character limits: Note or correct inconsistencies of logic and numbers, improve flow, reduce wordiness, note or correct missing information, apply principles of plain and inclusive language editing, edit for character limits	/34
Passing mark:	75
Maximum mark:	/100



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Offer**

The Offer must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Offer.

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Additional Certifications Precedent to Issuance of a Standing Offer**

Additional certifications included in Attachment 2 to Part 5, Additional Certifications Precedent to Issuance of a Standing Offer.



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## ATTACHMENT 1 to PART 5, ADDITIONAL CERTIFICATIONS REQUIRED WITH THE OFFER

### 1. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, offerors must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "*former public servant*" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offer a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Offer must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.



By providing this information, Offerors agree that the successful Offer's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**Work Force Adjustment Directive**

Is the Offer a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Offer must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. Education and Experience**

The Offer certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offer to be true and accurate. Furthermore, the Offer warrants that every individual proposed by the Offer for the requirement is capable of performing the Work described in the resulting contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**ATTACHMENT 2 TO PART 5, ADDITIONAL CERTIFICATIONS  
REQUIRED PRECEDENT TO ISSUANCE OF A STANDING OFFER**

**1. Status and Availability of Resources**

The Offer certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Offer is unable to provide the services of an individual named in its bid, the Offer may propose a substitute with similar qualifications and experience. The Offer must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offer: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offer has proposed any individual who is not an employee of the Offer, the Offer certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offer must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Offer and of his/her availability.

**2. Rate or Price Certification**

The Offer must provide, on Canada's request, one or more of the following price support, if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

**3. Non disclosure Agreement**

I, \_\_\_\_\_ (*resource name*), recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the King in right of Canada, represented by the Minister of Foreign Affairs, Trade and Development Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or



sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

#### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer (insert at standing offer issuance)

The period for making call-ups against the Standing Offer will be from \_\_\_\_\_ to \_\_\_\_\_.

##### 6.4.2 Extension of Standing Offer (insert at standing offer issuance)

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one additional period of one year, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one additional period of one year, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 60 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.



## 6.5 Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Martine Bray

Title: Senior procurement officer

Organization: Foreign Affairs Trade and Development Canada

Telephone: 343-572-6812

E-mail address: [martine.bray@international.gc.ca](mailto:martine.bray@international.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 6.5.2 Project Authority (insert at standing offer issuance)

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative (insert at standing offer issuance)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.





## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Foreign Affairs Trade and Development (DFATD) Canada

## 6.8 Call-up Procedures

Call-ups will be made on a non-competitive process:

More than one Standing Offer (SO) may be used, but no ranking is established. The authorized call-up authority or the Project Authority may choose whichever SO to be used. Call-ups made against these standing offers are non-competitive and only the non-competitive call-up can be used.

## 6.9 Call-up Instrument

The Work will be authorized or confirmed by with a Call-up:

1. Call-ups must be made by authorized representatives at DFATD and must be for services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Call-up document which contains at a minimum the following information:
  - standing offer number;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;

## 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80 000.00 (Applicable Taxes included).

## 6.11 Priority of Documents *(insert at standing offer issuance)*

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) the Offeror's offer dated \_\_\_\_\_ *(insert date of offer)*.



## 6.12 Certifications and Additional Information

### 6.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 6.13 Applicable Laws *(insert at standing offer issuance)*

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 6.2 Standard Clauses and Conditions

#### 6.2.1 General Conditions

2035 (2022-12-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 6.3 Term of Contract

#### 6.3.1 Period of the Contract *(to be completed when the call-up is awarded)*

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to \_\_\_\_\_ (*fill in end date of the work*).

### 6.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.



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## 6.5 Payment

### 6.5.1 Basis of Payment - Limitation of expenditure (to be completed when the call-up is awarded)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in annex B to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### 6.5.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 6.5.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

### 6.6.1 Invoicing Instructions (to be completed when the call-up is awarded)

1. The contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses (if necessary);

2. Invoices must be distributed as follows:

- a. The original copy must be forwarded to the Project Authority at the following email address for certification and payment.

\_\_\_\_\_ (*Insert the name and the email address*)



## 6.7 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



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**ANNEX "A"**  
**STATEMENT OF WORK**

**1. Title**

On-demand editing services

**2. Background**

Due to the nature of the work and mandate of the Department of Foreign Affairs, Trade and Development (herein after referred to as the department), requests for document editing and publication may be submitted at any time. Requests for communication products submitted on behalf of the ministers are often urgent. It is therefore essential that Editorial Services have enough resources to provide services and that it can provide them on evenings, weekends and statutory holidays (see section 10). To do so, the department must have a team of editors who are part of a standing offer and are, among other things, on call on a rotating basis.

Furthermore, Global Affairs Canada's Editorial Services team revises only documents under 1,000 words and must prioritize ministerial communication products. Therefore, all other documents over 1,000 words are sent to on-call editors under standing offer agreements.

**3. Objective**

The department wishes to implement a standing offer comprising a maximum of 30 service suppliers to avail itself of the services of English and French editors. These editors will provide the following services:

- On-call services (evenings and weekends) one week every 5 to 15 weeks, approximately, as well as statutory holidays
- Editorial services:
  - As needed during their on-call period
  - When occasionally replacing Editorial Services team members during regular office hours
  - On a freelance basis to edit documents of over 1,000 words for the entire department

**4. Professional resources**

Each offeror must offer at least 1 English or French editor who meets the mandatory evaluation criteria. The offeror may offer multiple editors for each language, but each offered editor must be designated for 1 language only, either French or English.

The department is seeking a maximum of 15 French editors and 15 English editors.

Each proposed editor must be reachable by email and telephone throughout their entire on-call period and have access to a computer with high-speed Internet. Each editor must have a valid email address, mobile phone number and voice mail service.



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## 5. Scope of work

### 5.1 On-call services

The offeror must provide on-call services. This requires being available on call for 1 week every 5 to 15 weeks after regular office hours (Monday to Friday, from 4:30 pm to 11:59 pm, Eastern time), as well as on weekends and statutory holidays (from 9:00 am to 11:59 pm, Eastern time). One French editor and 1 English editor will be on call for each weekly period. Each editor will be consulted on their availability before the on-call schedule is established.

### 5.2 Editing services

The offeror must offer editing services in the following contexts:

#### Editing during a replacement

The offeror's services may be requested as part of ad hoc replacements of Editorial Services day editors during regular weekday hours. They will be asked to edit, for the most part, media and other communication products of less than 1,000 words. Replacements can last from 2 to 7.5 hours and are ad hoc. When Editorial Services needs a freelancer for a replacement, the project manager will contact the editors on the standing offer to check if they are able to accept the replacement.

#### Editing during on-call periods

During their on-call period, the offeror may be requested to edit products of less than 1,000 words. In this case, they will be informed by telephone that their services are required.

#### Freelance editing of documents

Finally, the offeror may be requested to edit other products of more than 1,000 words, as required.

#### Definitions

Media products include, but are not limited to, news releases and backgrounders, statements, speeches, tweets, op-eds and letters to the editor.

Other communications products include, but are not limited to, texts for the web, internal corporate messages, questions and answers, calls for proposals, web pages, leaflets, brochures, articles and reports.

## 6. Specific tasks

### Editing

- Analyze texts for suitability of language and content.
- Checking syntax, punctuation, grammar and spelling and correcting errors where necessary
- Fact checking of names and titles.
- Review texts for proper grammar, clarity, readability and conformity with departmental style and to ensure that the treatment of sensitive subjects is in keeping with the highest standards of editorial quality.



- French editors: Ensure consistency and agreement between French and English versions of texts (perform comparative revision).
- Conduct research to check names and titles.
- Perform proofreading.
- Work closely with strategists, spokespersons, speech writers, editors and other departmental staff.
- Provide, by email, at the end of each shift (evening, weekend or statutory holiday), a report of on-call editing activities; the email must include an attachment with the latest edited version of any document and a timesheet.
- Collaborate with clients and representatives of the department's Public Affairs Branch.

#### **Translation of social media products (for French editors only)**

- Translate short texts for social media (Facebook, LinkedIn, Twitter and Instagram).
- Translate minor modifications to documents.

#### **Rereading of transcripts**

- Reread transcripts to identify spelling, punctuation and typographical errors.

#### **Proofreading**

- Verify and reread texts before printing or publication to eliminate spelling and typographical errors left in the document during editing or added during the formatting process.

### **7. Method and source of acceptance**

The offer must ensure that the following points are fulfilled before submitting a document to the project authority:

- a) Compare the source-language document with the translation for comparative edits (French editors only)
- b) Check that the terminology used in the edited and translated documents corresponds to the terminology provided in the GAC reference documents
- c) Make sure that the documents are saved in the required format (that is, in the version and software requested)
- d) Ensure that each edited document is error-free
- e) Ensure that work is submitted within deadlines

The work will be assessed in accordance with the conditions set out herein and with the rules and principles recognized in the editing field, as well as with the rules of the various tools, templates and guides provided. Comparative edits must respect the target language and the meaning of the original text.



A text is judged unsatisfactory if:

- a) the quality does not meet the requirements, that is if a 400-word sample contains one major error (wrong word, mistranslation, barbarism, solecism, gibberish, error in numbers, serious misinterpretation, loan translation leading to an unacceptable structure, omission leading to a serious error in meaning, etc.) OR more than 3 minor errors (anglicism or Gallicism; usage error; error in grammar, syntax, punctuation or style; typo; etc.), unless the error in question alters the meaning of the text, in which case it is a major error
- b) the presentation does not meet the requirements (the text must be written using the source text's presentation and the software with which the customer has requested that the target text be produced [unless otherwise indicated], and no conversion must be made)
- c) there are signs of bad editing or of a lack of editing of a text produced using automatic translation tools or translation aids
- d) there are errors linked to the verification of names and official titles, errors in the numbers and amounts or signs that the various provided guides and guidelines were not followed

If a text is judged unsatisfactory, GAC can exercise its rights, namely:

- a) to have the contractor rework the text without additional compensation, if time allows
- b) to terminate the contract after giving 3 written notices to the supplier if the work is judged unsatisfactory.

### **Failure to meet deadlines**

Each task will have a deadline that must be met. Products must be returned within the timeframe requested by clients or the person assigning the task. For the editing of communication products during on-call periods or replacements, deadlines are often very tight. Editors must be able to edit an average of 800 words per hour for unilingual edits and 500 words per hour for a comparative edit.

### **Quality control responsibilities of the project authority**

All reports, deliverables, documents and services rendered as part of a call-up against the standing offer must be examined by the departmental representative or the representative designated in the call-up.

The project authority is responsible of accepting or rejecting the work.

## **8. On-call work schedule**

Note: All working hours are in Eastern Time.

8.1 On-call services are required for one-week periods approximately every 5 to 15 weeks, beginning Monday at 4:30 pm and ending Sunday at 11:59 pm (Eastern time). During these periods, the editor is on call:

- Monday to Friday, from 4:30 pm to 11:59 pm (Eastern time)
- Saturday and Sunday, from 9:00 am to 11:59 pm (Eastern time)
- on statutory holidays, if applicable, from 9:00 am to 11:59 pm (Eastern time)





- 8.2 Each editor will be consulted on their availability before the on-call work schedule is established. Once the schedule has been distributed, the editor must adhere to the schedule and avoid requiring a replacement unless warranted by exceptional circumstances. In such a case, it is the editor's responsibility to inform the Editorial Services representative responsible for the schedule so that an updated on-call schedule may be prepared and distributed.
- 8.3 While on call, the editor must be reachable by phone and ready to perform their tasks within 30 minutes of being called. The editor must provide an email address and a reliable cellphone number, which will be included in the on-call schedule provided to the strategists, spokespersons, speech writers and other departmental employees.
- 8.4 Editing services are also occasionally required on certain regular workdays between 8:30 am and 5:00 pm (Eastern time), for up to 7.5 hours, to assist or replace the day editors from Editorial Services, at their hourly rate.
- 8.5 In the event of an operational reorganization, the on-call schedule may be modified to meet new requirements. A written notice will be sent to the on-call editors 30 days prior to the implementation of such a change.
- 8.6 The editor must download the necessary software and system updates to communicate effectively with the department.
- 8.7 Emergency situation: When called upon between 12:00 am (midnight) and 8:30 am (Eastern time) on any day during their on-call period, the editor will be compensated for a minimum of 2 hours at the on-call hourly rate listed in Annex B – Basis of Payment, regardless of the time at which the editor was deactivated. It is understood that this emergency measure will only be used in exceptional circumstances.

## 9. Editing rates

Several rates are established under this agreement, depending on the type of editing service. These rates are as follows:

- Regular hourly rate for editing services: This rate will apply to all hours spent editing any product and for replacements.
- Weekly on-call rate: Billable rate for each weekly on-call period, in addition to hours worked for Editorial Services, if any.
- Emergency editing services hourly rate: Hourly rate to be billed in lieu of the regular hourly rate for all editing services performed between 12:00 am (midnight) and 8:30 am (Eastern time) during on-call periods.

## 10. Statutory holidays

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Saint-Jean-Baptiste Day in Quebec or August civic holiday in Ontario



- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving
- Remembrance Day
- Christmas

**11. Location of services**

All work will be completed on the offeror's premises.

**12. Language requirement**

The offeror must be able to provide all requested services in English or in French. The proposed editors must be bilingual (English and French).

**13. Travel**

There are no travel expenses associated with this standing offer. The offeror assumes all costs related to travel.

**14. Security**

Selected editors must obtain reliability status.

**15. Intellectual property**

N/A

**16. Accessibility**

Reports and communications must comply with the following criteria:

- Fonts are Arial, Verdana, Century Gothic or Calibri
- Type size in correspondence is a minimum of 11 or 12 points
- Presentations:
  - Type size is 18 points
  - Use a different font for headings and subheadings than in body text
  - Separate paragraphs by white space
- Images that convey information have text following the images that describes them
- Hyperlinks have meaningful display text
- Colour alone is not used to convey meaning or emphasis



**ANNEX "B"  
BASIS OF PAYMENT**

**1. Limitation of expenditure (insert at contract award)**

For the Work described in the Statement of Work at annex A:

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at annex B, to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included, and Applicable Taxes are extra.

**2. Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

**3. Firm Hourly Rates (insert at contract award)**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included, and Applicable Taxes are extra.

	Initial period of the Standing Offer _____ to _____	
English editors	Editor's name	All-inclusive firm rate
<p><b>On-call services</b></p> <p>* <b>Emergency situation:</b> When called upon between 12:00 am (midnight) and 8:30 am (Eastern time) on any day during their on-call period, the editor will be compensated for a minimum of 2 hours at the on-call hourly rate listed in Annex B – Basis of Payment, regardless of the time at which the editor was deactivated. It is understood that this emergency measure will only be used in exceptional circumstances.</p>		<p>_____ \$</p> <p><b>(weekly rate)</b></p>
<p><b>Editing services</b></p> <ul style="list-style-type: none"> <li>• Editing during a replacement</li> <li>• Editing during on-call periods</li> <li>• Freelance editing of documents</li> </ul>		<p>_____ \$</p> <p><b>(hourly rate)</b></p>



**4. Option #1 to Extend the Contract (insert at contract award)**

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

	Initial period of the Standing Offer _____ to _____	
English editors	Editor's name	All-inclusive firm rate
<b>On-call services</b>  * <b>Emergency situation:</b> When called upon between 12:00 am (midnight) and 8:30 am (Eastern time) on any day during their on-call period, the editor will be compensated for a minimum of 2 hours at the on-call hourly rate listed in Annex B – Basis of Payment, regardless of the time at which the editor was deactivated. It is understood that this emergency measure will only be used in exceptional circumstances.		_____ \$  <b>(weekly rate)</b>
<b>Editing services</b> <ul style="list-style-type: none"> <li>• Editing during a replacement</li> <li>• Editing during on-call periods</li> <li>• Freelance editing of documents</li> </ul>		_____ \$  <b>(hourly rate)</b>

**5. Option #2 to Extend the Contract (insert at contract award)**

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

	Initial period of the Standing Offer _____ to _____	
English editors	Editor's name	All-inclusive firm rate
<b>On-call services</b>  * <b>Emergency situation:</b> When called upon between 12:00 am (midnight) and 8:30 am (Eastern time) on any day during their on-call period, the editor will be compensated for a minimum of 2 hours at the on-call hourly rate listed in Annex B – Basis of Payment, regardless of the time at which the editor was deactivated.		_____ \$  <b>(weekly rate)</b>



It is understood that this emergency measure will only be used in exceptional circumstances.		
<b>Editing services</b> <ul style="list-style-type: none"><li>• Editing during a replacement</li><li>• Editing during on-call periods</li><li>• Freelance editing of documents</li></ul>		_____ \$ <b>(hourly rate)</b>

**DEFINITION OF A DAY/PRORATION**

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula:

Hours worked:     7.5 x per diem rate



**ANNEX C  
REFERENCE QUESTIONNAIRE WITH EVALUATION GRID**

Criteria to evaluate:

1. Professionalism
2. Availability
3. Quality of work
4. Compliance with deadlines
5. Management of priorities

(The provider must obtain a minimum of 2 points for each question and a total of 35 points.)

Name of tenderer (service provider)	
Name of reference	
Title of reference	
Contact information of reference	
Period during which the tenderer provided services	

1. How would you describe the service provider's level of professionalism?

Extremely bad	Very bad	Bad	Neither good nor bad	Good	Very good	Excellent
0	0	0	0	2	3	5

2. How would you describe the quality of the service provider's editing work?

Extremely bad	Very bad	Bad	Neither good nor bad	Good	Very good	Excellent
0	0	0	0	2	3	5

3. How would you describe the service provider's availability?

Never available	Almost never available	Infrequently available	Somewhat available	Often available	Very often available	Always available
0	0	0	0	2	3	5



4. How would you describe the service provider's compliance with deadlines?

Never complied with deadlines	Rarely complied with deadlines	Sometimes complied with deadlines	Often complied with deadlines	Very often complied with deadlines	Always complied with deadlines
0	0	0	2	3	5

5. How would you describe the service provider's management of priorities?

Extremely bad	Very bad	Bad	Neither good nor bad	Good	Very good
0	0	0	2	3	5